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Office Memorandum · UNITED STATES GOVERNMENT

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Director of Training

THROUGH:

Deputy Director of Training

FROM:

Registrar/TR

12 November 1958

SUBJECT:

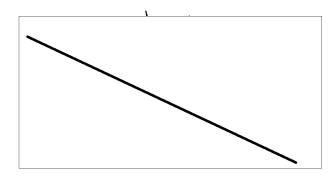
25X1

Weekly Activity Report No. 43 4 November - 10 November 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:



DATE:

1. Feedback comments from a very interested audience on the 9 November OTR assembly include:

"I knew the boss was a straight shooter, but he was hitting hard today."

"It was a dark picture, but real informative."

"Now I know what the OTR Career Board is about."

"It's less fun for us, too, but I still like my job here."

"I'm glad I got to the first meeting myself, instead of getting a distorted version from the grapevine."

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2. Mrs.		onfirmed that ther	
candidates to d	ate for Introduct	ion to Overseas Ef	fectiveness,
plus word that		s to have all trai	
turned in next	week. We erroneo	ously showed 19 in	our weekly
registrations.	Mrs.	also reports that	
names have been	received for the	Labor Operations	course.

25 YEAR RE-REVIEW

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		4 November - 10 November 1959	
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	25X1	4. In cooperation with C/OS and a schedule of ORT offerings at in 1960 is being released to MPD for dissemination to Agency Reservists.	
25 X 1		5. FDD has a requirement for three of their employees to take a language program. Arrangements have been made with EE Division to have one of their contract employees give this training at an uptown location. This is the same type of training that we arranged some two years ago for other FDD employees.	
	25X1	6. Complete lists of Agency employees who have attended the Senior Officer Courses since 1952 have been furnished Pat MPD. Pat will use this information to bring his reserve records up to date.	25X1
25 X 1		7. is meeting with Office of the DD/I, next week to discuss the allocation of Weapons spaces for the various DD/I components for the remaining of the fiscal year.	
	25X1	8. Office of the DD/S has informed us that the Agency's candidate for the 29 November running of the Army Management Course at Fort Belvoir will be from Office of Personnel.	÷
25X1	25X1	9. The matter of an Agency announcement of foreign language proficiency tests for the first half of 1960 is upon us. has a draft drawn for approval. Roy discussed its publication with particularly in light of the request for a machine run of the "non-tested" that was sent to QAB last week so as to organize the Agency-wide testing program. Past experience tells us that it takes about five weeks (normal procedures) to complete the processes of publication. The cut-off date set in the machine-run request is 15 November 1959. Therefore, Roy would like to hold off on using Kay's present draft as the official schedule until he has had time to review the list, organize testing capabilities and adjust the schedule, if necessary.	25X1
		There should be no problem in getting the notice printed in time to meet our responsibilities to the Agency if Roy plans the first test for the week of 20 January. This should give him about two weeks after he gets the machine-run to come up with a schedule that will serve more people. The later start will not create any problem for personnel whose anniversary or mainten-	

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simply.

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NO

10. We have passed the \$300,000 mark in cumulative awards. This week's Transmittal List (No. 15 for FY '60) provides for 52 awards to 41 individuals for \$6,450. Along with these names there will be certifications of ineligibility for 63 employees. FY 60's total is: \$65,675. The over-all total is: \$300,350.

Looking at Norma's work since 2 November, shows 186 applications for awards resulting in 80 ineligible, 17 of which were employees who had taken second tests. Of the 106 awardables, 54 were second tests.

- 11. A proposed new OTR regulation setting forth responsibilities and procedures for cancellation or change of dates of courses has been transmitted to OTR Schools for coordination.
- 12. A current project of the Standards Branch is the development of systematic ground rules and uniform criteria for determining the types of component conducted and external training that should be included in the Agency Training Record.
- M25
- 13. During the week 4 November 10 November 1959, there were 832 persons enrolled in OTR conducted training:
 - 324 enrolled in 53 classes (9 languages) voluntary
 - 211 enrolled in 44 classes (15 languages) internal
 - 52 enrolled in 4 Operations School courses
 - 137 enrolled in 6 Intelligence School courses
 - 7 from other Government agencies
 - 22 Dependents

79	Junior	Officer	Trainees	
17				

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